



Filing Time

CHECKLIST



- ✓ **INCOME STATEMENT** – Salary Slip showing total income and deductions (including taxes) for the year
- ✓ **MEDICAL EXPENSE** – Receipts should be retained and presented upon request. Health/Medical insurance statements **MUST** be attached
- ✓ **HIGHER EDUCATION** – Proof of attendance at university for your relative; also include proof of support, i.e. payment of fees, etc.
- ✓ **INDIVIDUAL REGISTERED RETIREMENT SAVING PLAN (RHOS)** – Letter from bank of contribution
- ✓ **STUDENT LOAN** – Interest Statement
- ✓ **SHARES FROM PUBLIC COMPANY** – Certificate of shares from public company and purchase amount (N.B. New Shares must have been purchased during the income year)
- ✓ **LIFE INSURANCE** – Statement indicating proof of premiums paid for the year
- ✓ **HOBBY FARMING** – Certificate of Registration (from Ministry of Agriculture)
- ✓ **MORTGAGE** – Mortgage Interest Statement / Interest Statement for home improvements/renovations; Block & Parcel number must be indicated; Property **MUST** be situated in Saint Lucia (N.B. Interest on monies borrowed for house repairs is not allowable)
- ✓ **HOUSE INSURANCE & HOUSE TAX** – Payment receipts
- ✓ **CREDIT UNION SHARES** – Credit Union Share statements
- ✓ **DEED OF SEPARATION** – Court Order or Decree for Alimony payments; proof of payment(s) **MUST** be attached
- ✓ **DONATIONS** – Deed of Covenant for a period of not less than 3 years, along with receipts of payment(s) made
- ✓ **REPAIRS & MAINTENANCE TO OWNER OCCUPIED PROPERTY** – All bills/receipts should be retained. A detailed description of work including costs totaling claim **MUST** be attached
- ✓ **COMMUNITY ROAD REHABILITATION WORKS PROJECT** – Proof of Registration (from the Ministry of Infrastructure and Port Services & Transport) and proof of payment made

Please note that the Department will not accept any copies of documents.

Taxpayers filing online please attach electronic/scanned copies to online returns.

Any further enquiries, please contact Customer Service at telephone numbers:

CASTRIES OFFICE: 468 4730 | 468 4766 | 468 4714 | 468 4760 | 468 4788

VIEUX-FORT SERVICE CENTRE: 468 4960 | 468 4966 SOUFRIERE SUB-OFFICE: 459 7036

E-MAIL: customerservice@ird.gov.lc

WEBSITE: www.irdstlucia.gov.lc

DON'T FORGET THE DEADLINE FOR FILING YOUR TAX RETURNS:

MARCH 31